



# eBuy

## Housing Benefit Overpayment User Guide

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Owner:	IT Training Department		Version 1 dated July 2009

# Course Outline



**DURATION:** -. 2 hours



## **ABOUT THE COURSE:**

You will be shown how to raise a purchase order to cover Housing Benefit overpayments and how to set up Pro Forma Templates



## **AFTER THE COURSE YOU WILL:**

Know how to raise a purchase order to cover Housing Benefit overpayments and how to set up Pro Forma Templates



## **BEFORE THE COURSE:**

Knowledge of Ebuy is required.



## **WHO WOULD BENEFIT FROM ATTENDING:**

Anyone that needs to process Housing Benefit overpayments within their job roles.

<b>Contents</b>	<b>Page</b>
Housing Benefit Overpayment Process	4
How to raise a Purchase Order	5 to 9

## The Housing Benefit Overpayment Process Summary -

**\*Response** - BEN35 received – send to

**Income management** – scanned to local folder - P.O. raised in eBuy – attach copy of BEN35 from local folder – Budget Holder to decide if going for appeal – and add Appeal process to be recorded in the PO notepad on eBuy - If appeal raised await result - if Appeal successful **Cancel Order** (Record reason order cancelled using letter ref in comment) - If Appeal unsuccessful **Authorise Order with comments.**

If appeal not raised Authorise Order as normal

**\*Purchase Ledger** – Invoice received – scanned and registered to Rents Team on Invoice Register

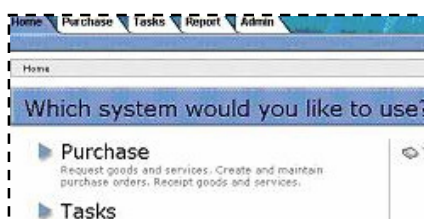
**Rents Team** – Run Input report on arcHouse providing PO ref, tenancy ref and amount claimed – Input to arcHouse – record batch Ref and match to order – Input PO ref to invoice Register Record arcHouse Batch Ref in remarks – Accept cost by Accept delivery for order. Use arcHouse Batch Ref as delivery Note Number – Update Invoice to Finance (Purchase Ledger) who will process Invoice.

**Purchase Ledger** – Process Invoice Interface with Sun and payment

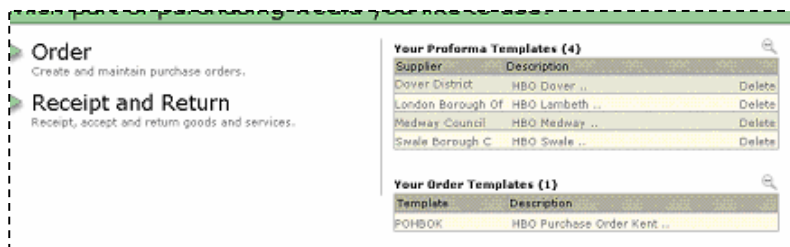
\*This could be at the same time

## How to raise a Purchase Order for Housing Benefit Overpayment

BEN35 received from Local Council by Response and sent to Income Management who scan into local folder of EDM Housing system. **NOTE** – in some cases a formal BEN35 is not supplied by the Local Authority. In this case an alternative local arrangement will be used (e.g. a copy of the invoice or covering letter) From this BEN35, a Purchase Order is raised in eBuy with a copy of the BEN35 attached The BEN35 informs you that an Invoice is in the pipeline it may arrive at the same time as the invoice, however, it could take up to 4 weeks depending on the Local Authority. It also informs you that Housing benefit has been over paid and by what amount. A purchase order needs to be raised straight away either before or after the Invoice's arrival depending on local policy.

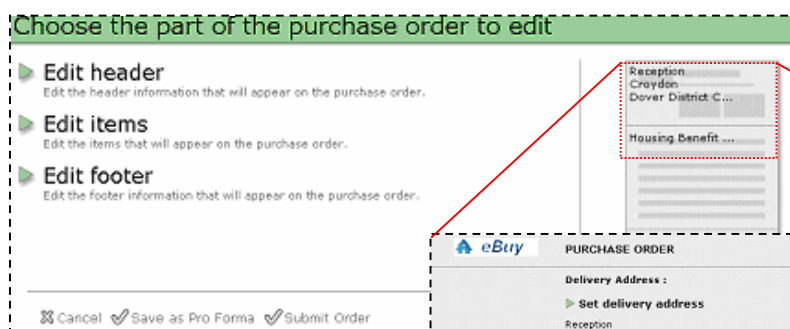


1. In eBuy, Click on **Purchase**.



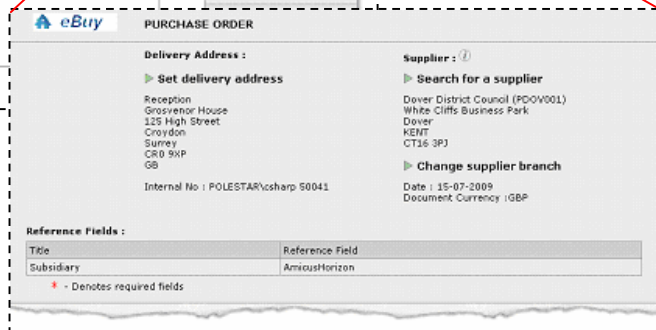
2. Raise an order in the normal manner but use the **POHBO** template it will have another letter afterwards **L= London K= Kent S = Sussex A = Avenue C = Casa** this will depend what region you work for or use one of the Pro forma templates that were set up for you during training.

To set up a new Pro Forma template: Raise a new order using the POHB template – Edit Header - Input Supplier details – Go to Items and select item – Go to Footer – save as Pro Form – give Template a title. This will now appear under the list of Pro Forma Templates on the Order page.



3. If you are using a Pro forma template that has been previously set up for you then you will not have to change the Header.

4. Go to **Edit Items**



5. Click on the code number or the Item shown in the Item Line to open up the line information.

### Select the item to edit

Reference	UOM	Unit Cost	Quantity	Total Cost
11016A	Each	£ 0.00	1	£ 0.00
Housing Benefit Overpayment				

6. If you are using a Pro Forma template, all that you will need to complete is the Unit Cost and the Delivery Date.

### Complete the item line details

MESSAGE: The delivery date has been set for the line.

#### Item

Reference	UOM	Unit Cost	Qty	Total Cost
11016A	Each	250.00	1	£ 250.00
Housing Benefit Overpayment				

Remove item line

#### Delivery Date

14-07-2009 (dd-mm-yyyy)

Edit delivery date

#### Nominals and Periods

Nominal Code	Commitment Date	Ratio	Net Qty	Tax	Non-Rcvrble Tax	Net Cost
11016 , AH00000 , ZZ , ZZ , ZZ , ZNR , ZZ	14-07-2009	1	1	EZ	£ 0.00 (VAT)	£ 250.00

Add a new nominal/period

The Nominal Codes (Cost Codes) are preset for **POHB** so should not need changing.

In all cases the following information should be entered:

**BEN35 Date** (from BEN35 form),

**Housing Benefit Reference** (from BEN35 form)

**Tenancy Reference** (8 Digits) (from archHouse)

A copy of the **BEN35** should be attached to the Purchase Order.

11016 , AH00000 , ZZ , ZZ , ZZ , ZNR , ZZ	14-07-2009	1	1	EZ	£ 0.00 (VAT)	£ 250.00
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Add a new nominal/period

#### Reference Fields

Title	Reference Field
Prepayment *	No
BEN35 Date *	06 - 07 - 09
Housing Benefit Ref: *	HB123456
Tenancy Reference (8 Digits) *	12345678

\* - Denotes required fields

#### Attachments

There are currently no attachments.

Edit the line attachments

Click on **Edit the Line Attachments**

Click on **Add new attachment**

**Review and edit attachments**

**Attachments**

Attached File Name
There are currently no attachments.

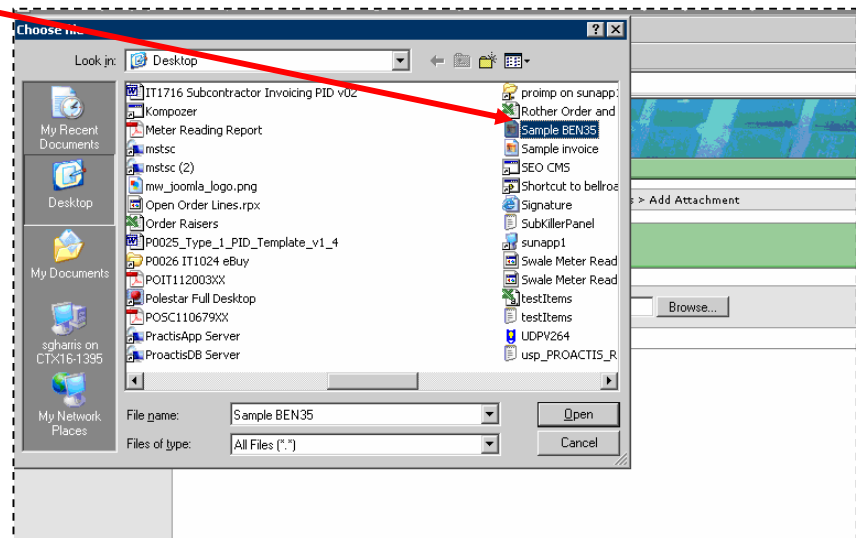
► **Add new attachment**  
► **Remove selected attachments**

Click **Browse**

**Pick a file to attach**

Attachment

Locate the BEN35 relating to this PO and Click **Open**



BEN35 is attached  
click **Attach File** to  
confirm

**Pick a file to attach**


Attachment

A message will show confirming attachment added,

**Review and edit attachments**

MESSAGE: Sample BEN35.jpg was uploaded and attached successfully.

**Attachments**

Attached File Name
 Sample BEN35.jpg (66.7 KB)

[Add new attachment](#)  
[Remove selected attachments](#)

[Cancel](#) [Save Attachments](#)

Click **Save Attachment**

File Attached shown

Housing Benefit Ref: *	HB123456
Tenancy Reference (8 Digits) *	12345678

\* - Denotes required fields

**Attachments**

 Sample BEN35.jpg (66.7 KB)
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[Edit the line attachments](#)

**Comments**

There are currently no comments.

[Add a comment](#)

[Cancel](#) [Store Item Line](#)

Click **Store Item Line**

**Select the item to edit**

MESSAGE: The item line was successfully added/updated.

Reference	UOM	Unit Cost	Quantity	Total Cost
11016A <i>Housing Benefit Overpayment</i>	Each	£ 250.00	1	£ 250.00

[Back](#) [Go To Header](#) [Go To Footer](#)

You will be returned to the Select the item to edit page

Click **Go To Footer**







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